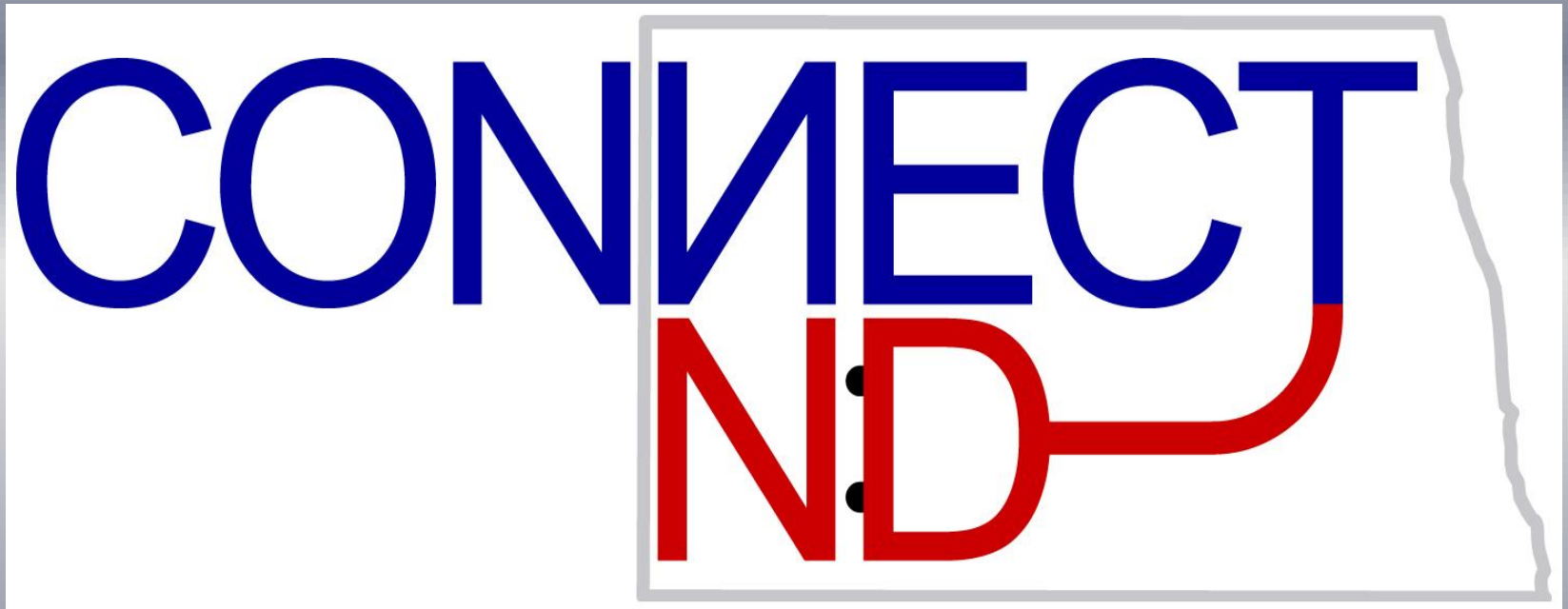


ACCOUNTS PAYABLE



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Manager Self-Service

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Access PeopleSoft Payables.

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Add/Update



Add and update vouchers.



[Regular Entry](#)

Enter standard invoices and invoices associated with a purchase order.



[Quick Invoice Entry](#)

Enter invoices on a heads-down entry page.



[Close Voucher](#)

Mark vouchers to be closed during voucher post.



[Delete Voucher](#)

Delete a saved voucher.



[UnPost Voucher](#)

Review voucher details and create reversal entries for a single voucher.

Version 8.4

Regular Entry

ORACLE

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Voucher

[Find an Existing Value](#) [Add a New Value](#)

Business Unit: 11000

Voucher ID: NEXT

Voucher Style: Regular Voucher

Control Group ID:

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.00

Total Voucher Lines: 1

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Navigation:

Accounts Payable>Vouchers>**Entry**>Regular Entry

Version 9.0

Regular Entry

-NDFT90-

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 - SCM Integrations
 - Set Up Financials/Supply Chain
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Voucher

[Find an Existing Value](#) [Add a New Value](#)

Business Unit: 11000

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name: BISMARCK T-004

Vendor ID: 0000000167

Vendor Location: MAIN

Address Sequence Number: 3

Invoice Number: Test5

Invoice Date: 04/01/2008

Gross Invoice Amount: 250

Estimated No. of Invoice Lines: 1

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Navigation:

Accounts Payable>Vouchers>**Add/Update**>Regular Entry

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Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary

Business Unit: 11000 Invoice Number: Test5 Budget Status: Not Chk'd
 Voucher ID: 00006169 Invoice Date: 04/01/2008
 Voucher Style: Regular Action: Run Print Invoice

Copy from a Source Document
 PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 0000000167 *Pay Terms: 00 Now Basis Dt Type Inv Date
 Name: BISMARCK T-004
 Location: MAIN Accounting Date: 04/11/2008
 *Address: 3 Advanced Vendor Search *Currency: USD
 BISMARCK TRIBUNE PRINTING & PUBLISHING Total: 250.00 Calculate
 CHOOSE THE CORRECT LOCATION Difference 0.00
 XXXXXXXX, ND 00000 Non Merchandise Summary
 Session Defaults

Packing Slip:

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						250.00

Ship To 110002 SpeedChart Use One Asset ID Calculate

▼ Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Amount	Quantity	*GL Unit	Account	Oper Unit	Fund	Dept	Class	Project	Activity	Source
					250.00		11000	532090	110	001	1000	11030			

Business Unit: 11000
 Voucher ID: 00006169
 Print Invoice

Balancing

Invoice Lines	250.00
Misc Charge Amount	
Freight Amount	

New required field (**Ship To**) – should default to a location within your business unit
 Project information is now part of the distribution line

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Business Unit: 11000 **Invoice Number:** Test5 **Budget Status:** Not Chk'd
Voucher ID: 00006169 **Invoice Date:** 04/01/2008 **Action:** Budget Checking
Voucher Style: Regular

Copy from a Source Document
 PO Unit: Purchase Order: Worksheet Copy Option: None

Vendor: 0000000167 ***Pay Terms:** 0 Now **Basis Dt Type** Inv Date
Name: BISMARCK T-004 **Control Group:** [Comments\(0\)](#)
Location: MAIN **Accounting Date:** 04/11/2008 [Non Merchandise Summary](#)
***Address:** 3 [Advanced Vendor Search](#) ***Currency:** USD [Session Defaults](#)
 BISMARCK TRIBUNE PRINTING & PUBLISHING
 CHOOSE THE CORRECT LOCATION
 XXXXXXXX, ND 00000

Total: 250.00 **Difference:** 0.00
Packing Slip:

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	250.00

Ship To: 110002 **SpeedChart:** 1000 ☐ Use One Asset ID

Distribution Lines [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Amount	Quantity	GL Unit	Account	Oper Unit	Fund	Dept	Class	Project	Activity	Source Type
		<input type="checkbox"/>		1	250.00		11000	532090	110	001	1000	11030	<input type="text"/>	<input type="text"/>	<input type="text"/>

Business Unit: 11000
Voucher ID: 00006169

Balancing

Invoice Lines	250.00	
Misc Charge Amount	<input type="text"/>	
Freight Amount	<input type="text"/>	

Budget Check Process – You need to save the voucher first and then choose Budget Checking from the drop down list under Action and then click Run

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[Summary](#) | [Related Documents](#) | **Invoice Information** | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Business Unit: 11000 **Invoice Number:** Test5
Voucher ID: 00006169 **Invoice Date:** 04/01/2008
Voucher Style: Regular **Action:**

Budget Status: Valid

Copy from a Source Document

PO Unit: **Purchase Order:** **Worksheet Copy Option:** None

Vendor: 0000000167 ***Pay Terms:** 00 Now **Basis Dt Type** Inv Date
Name: BISMARCK T-004 [Comments\(0\)](#)
Location: MAIN **Accounting Date:** 04/11/2008 [Non Merchandise Summary](#)
***Address:** 3 [Advanced Vendor Search](#) ***Currency:** USD [Session Defaults](#)
 BISMARCK TRIBUNE PRINTING & PUBLISHING
 CHOOSE THE CORRECT LOCATION
 XXXXXXXX, ND 00000
Total: 250.00
Difference: 0.00
Packing Slip:

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						250.00

Ship To: 110002 **SpeedChart:** ☐ Use One Asset ID

▼ Distribution Lines [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

	Copy Down	Amount	Quantity	*GL Unit	Account	Oper Unit	Fund	Dept	Class	Project	Activity	Source Type
1		250.00		11000	532090	110	001	1000	11030			

Business Unit: 11000
Voucher ID: 00006169

Balancing

Invoice Lines	250.00	
Misc Charge Amount		
Freight Amount		

After clicking Run and the process is complete, the Budget Status will show Valid or Error

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Budget Check

Run Control ID: Batch_Budget_Check
[Report Manager](#)
[Process Monitor](#)
[Run](#)

Process Request Parameters

Find | View All First 1 of 1 Last

*Process Frequency: Always Process

Request Number: 1

*Description: Batch Budget Check

*Transaction Type: AP_VOUCHER ☐ Process All Business Units

Selection Parameters

Find | View All First 1 of 1 Last

Field Name	Value Type	From/To	From/To

[Save](#)
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If you run the Batch Budget Check, you will need to change your run controls. Batch Budget Check allows you to budget check all or a range of vouchers at one time.

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Budget Check

Run Control ID: Batch_Budget_Check [Report Manager](#) [Process Monitor](#) Run

Process Request Parameters
Find | View All First 1 of 1 Last

*Process Frequency: Always Process

Request Number: 1

*Description: Batch Budget Check

*Transaction Type: AP_VOUCHER ☐ Process All Business Units

Selection Parameters
Find | View All First 1-2 of 2 Last

Field Name	Value Type	From/To	From/To
Business Unit	Value	11000	
Voucher ID	Range	00003504	00003806


Save Notify Refresh
Add Update/Display

To select a range of vouchers, you need to set up the business unit and then your range of vouchers.

NDSALL_VOUCHER_BUDGET_ERRORS

(Query to run if you have budget errors)

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Voucher Attributes

Error Summary

Business Unit:	11000	Invoice Date:	02/01/2008
Voucher ID:	00006150	Invoice No:	Test4
Voucher Style:	Regular	Invoice Total:	2,500.00 USD
Contract ID:			
Vendor Name:	HEWLETT-PACKARD COMPANY 301 S ROCKRIMMON BOULEVARD COLORADO SPRINGS, CO 80919	Pay Terms:	Now
		Voucher Source:	Online
Entry Status:	Postable	Origin:	001
Match Status:	No Match	Created:	04/02/2008
Approval Status:	Approved	Created By:	RRHELLER@ND.GOV
Post Status:	Posted	Modified:	04/02/2008
		Modified By:	RRHELLER@ND.GOV
		ERS Type:	Not Applicable
Budget Status:	Valid	Close Status:	Open
Budget Misc Status:	Valid		

*View Related Accounting Entries Inquiry Go

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Update/Display

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Choose Accounting Entries Inquiry from the drop down list and then click Go. A new window will open that takes you to Voucher Accounting Entries screen.

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- ▶ Commitment Control
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- ▶ Set Up Financials/Supply

Voucher Accounting Entries

*Business Unit: 11000 Voucher ID: 00006150 Invoice Number: Test4

*Accounting Line View Option: Standard ☐ Show Foreign Currency Search Reset


Invoice Date: 02/01/2008 Vendor ID: 0000000431 Vendor Name: HEWLETT-PACKARD COMPANY

Accounting Information					Find View 1	First	1-2 of 2	Last
Posting Process: AP Accrual					GL Dist Status: None			
Main Information Chartfields Journal EE					Customize Find View All	First	1-2 of 2	Last
Description	Monetary Amount	Currency Code	Ledger	GL Unit				
Accounts Payable	-2,500.00	USD	ACTUALS	11000				
Expense Distribution	2,500.00	USD	ACTUALS	11000				

Accounting Information					Find View All	First	1-4 of 4	Last
Posting Process: Payments					GL Dist Status: None			
Main Information Chartfields Journal EE					Customize Find View All	First	1-4 of 4	Last
Description	Monetary Amount	Currency Code	Ledger	GL Unit				
Cash Distribution	-2,500.00	USD	ACTUALS	00100				
Cash & Equiv at BND - Current	2,500.00	USD	ACTUALS	00100				
Accounts Payable	2,500.00	USD	ACTUALS	11000				
Cash & Equiv at BND - Current	-2,500.00	USD	ACTUALS	11000				

[Summary](#) | **[Related Documents](#)** | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Business Unit: 11000 **Invoice Number:**
Voucher ID: 00006143 **Invoice Date:**
Voucher Style: Regular **Action:**
Vendor ID: 0000000167

▼ Payment Details										Customize Find View All 	First 	1 of 1 	Last
	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Vendor	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency			
	Paid	04/02/2008	51036374	SHARE	0000000167 		3 CHK	250.00	250.00	USD			

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Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit: 11000 Invoice Number: 15973 Budget Status: Valid
 Voucher ID: 00006143 Invoice Date: 04/02/2008
 Voucher Style: Regular Action:

Copy from a Source Document

PO Unit: Purchase Order: Worksheet Copy Option:

Vendor: 0000000167 *Pay Terms: 00 Now Basis Dt Type Inv Date
 Name: BISMARCK T-004
 Location: MAIN Accounting Date: 04/02/2008
 *Address: 3 Advanced Vendor Search *Currency: USD
 BISMARCK TRIBUNE PRINTING & PUBLISHING Total: 250.00
 CHOOSE THE CORRECT LOCATION Difference 0.00
 XXXXXXXX, ND 00000 Packing Slip:

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						250.00

Ship To: 110002 SpeedChart

▼ Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Amount	Quantity	*GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity
				<input type="checkbox"/>	1	250.00		11000 532090	110	001	1000		11030			

Business Unit: 11000
 Voucher ID: 00006143

Balancing


Invoice Lines 250.00
 Misc Charge Amount
 Freight Amount

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | **[Payments](#)** | [Voucher Attributes](#) | [Error Summary](#)

Business Unit: 11000 **Invoice Number:** 15973
Voucher ID: 00006143 **Invoice Date:** 04/02/2008
Voucher Style: Regular **Action:**
Total: 250.00
Vendor: BISMARCK TRIBUNE PRINTING & PUBLISHING
CHOOSE THE CORRECT LOCATION
XXXXXXXX, ND 00000 ***Pay Terms:**

Payment Information Find | View All First Last

Scheduled Payment: 1

*Remit to: 0000000167 	Gross Amount: 250.00 USD
Location: MAIN	Discount: 0.00 USD
*Address: 3	Scheduled Due: 04/02/2008
BISMARCK TRIBUNE PRINTING & PUBLISHING	Net Due: 04/02/2008
CHOOSE THE CORRECT LOCATION	Discount Due:
XXXXXXXX, ND 00000	Accounting Date: 04/04/2008


Payment Method

*Bank: BND	Pay Group:
*Account: BND	*Handling: 03
*Method: CHK Check	*Netting: N
Message: <input type="text"/> Messages	
Message will appear on remittance advice.	

Schedule Payment

***Action:** **Payment Date:** 04/04/2008
Pay: **Reference:** 51036374

Payment Options

Hold Payment ☐ **Separate Payment** ☐
Hold Reason:
Letter of Credit: 

Summary

Related Documents




Invoice Information

Payments

Voucher Attributes

Error Summary

Business Unit: 11000
Voucher ID: 00006143
Voucher Style: Regular



Invoice Number: 15973
Invoice Date: 04/02/2008
Action:   

Total: 250.00


Voucher Processing

☒ Post Voucher ☐ Close Voucher
☒ Revalue Voucher ☐ Delete Voucher

Accounting Instructions

*Accounting Template: STANDARD  Account At: Gross 


Match Action

*Status: No Match  Match Due Date:
☐ Pay UnMatched Voucher


Transaction Currency

*Source: Tables  *Currency: USD Rate Type: CRRNT  Exchange Rate: 1.00000000

Voucher Approval

*Approval: Specify at this Level  Business Process: NDS_PROCESS_VOUCHERS
Approval Rule Set: NDS_STANDARD_VOUCHER_APPROVAL


Self Billing Invoice

*SBI Num Option: Individual Voucher (Auto-N  SBI Number:

Prepayment





Prepayment Reference: ☒ Automatically Apply Prepayment ☐ Postpone Withholding

Letter of Credit

Letter of Credit ID: 

Tax Group

Tax Group: Tax Payment Type Code:

 Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

[Summary](#)[Related Documents](#)[Invoice Information](#)[Payments](#)[Voucher Attributes](#)[Error Summary](#)**Business Unit:** 11000**Voucher ID:** 00006143**Style:** Regular**Invoice Number:** 15973**Invoice Date:** 04/02/2008**Total:** 250.00 USD

This Voucher does not have any errors.

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Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit: 11000 Invoice Number: 15973
 Voucher ID: 00006143 Invoice Date: 04/02/2008 [B1]
 Voucher Style: Regular Action: [v] Run Print Invoice

Copy from a Source Document
 PO Unit: [] Purchase Order: [] Copy From: [v] Copy Option: None [v]
 Budget Checking
 Journal Generate
 Match, Doc Tol, Bdgt
 Voucher Post

Vendor: 0000000167 [m]
 Name: BISMARCK T-004 [m]
 Location: MAIN [m]
 *Address: 3 [m] Advanced Vendor Search
 BISMARCK TRIBUNE PRINTING & PUBLISHING
 CHOOSE THE CORRECT LOCATION
 XXXXXXXX, ND 00000

*Pay Terms: 00 [m] Now [m]
 Control Group: [m]
 Accounting Date: 04/02/2008 [B1]
 *Currency: USD [m]
 Total: 250.00 Calculate
 Difference: 0.00

Basis Dt Type Inv Date
[Comments\(0\)](#)
[Non Merchandise Summary](#)
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Packing Slip: []

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount [v]	[m]	[m]	[m]	[m]	[m]	250.00

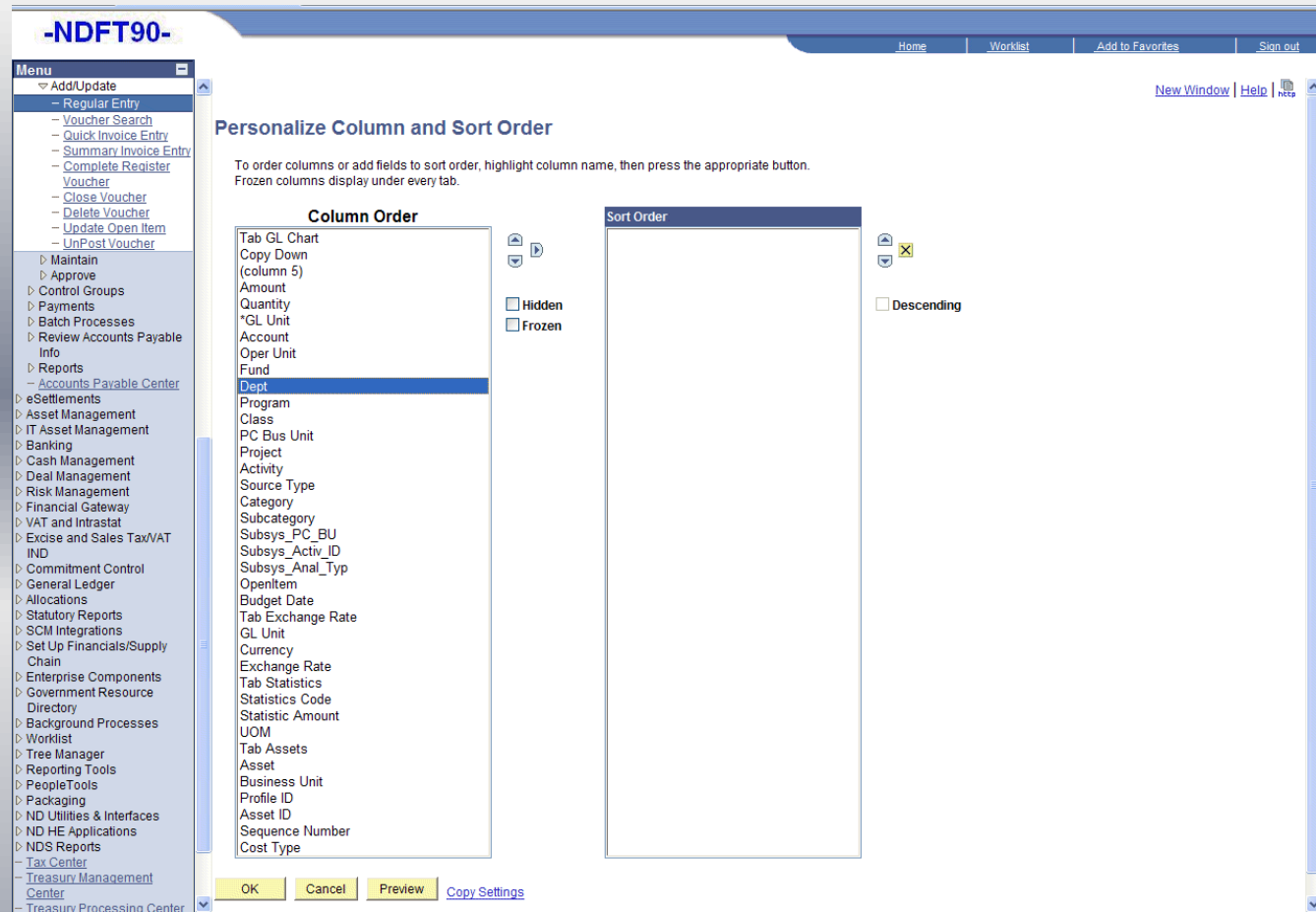
Ship To: 110002 [m] SpeedChart: 1000 [m]
☐ Use One Asset ID Calculate

▼ Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Amount	Quantity	*GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Acti
[m]	[m]	[m]	[m]	[m]	250.00	[m]	11000 [m]	532090 [m]	110 [m]	001 [m]	1000 [m]	[m]	11030 [m]	[m]	[m]	[m]

Customize | Find | View All | First 1 of 1 Last

You will need to customize your fields and sort order – click on Customize



- ❑ If you would like to change the order of the column fields, highlight the column field name and then click on the arrows to move it up or down
- ❑ If you would like to hide a certain field, highlight the column field name and then place a check mark in the hidden box